

## Sample Accommodation Request Letter

The following is an example of what can be included in an accommodation request letter and is not intended to be legal advice.

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Date of Letter

Your name  
Your address

Employer's name  
Employer's address

Dear (e.g., Supervisor, Manager, Human Resources, Personnel):

Content to consider in the body of the letter:

1. Identify yourself as a person with a disability
2. State that you are requesting accommodations under the ADA (or the Rehabilitation Act of 1973 if you are a federal employee)
3. Identify your specific problematic job tasks
4. Identify your accommodation requests or ideas
5. Request your employer's accommodation ideas
6. Refer to attached medical documentation if appropriate\*
7. Ask that your employer respond to your request in a reasonable amount of time (e.g., two to three weeks; 10 to 15 working days)

Sincerely,

Your signature  
Your printed name

Cc: to appropriate individuals

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\*Note: You may want to attach medical information to your letter to help establish that you are a person with a disability and to document the need for the accommodation requested.